



City of Cathedral City

Employment Opportunity

PLANS EXAMINER

SALARY RANGE: \$4,159.71 – \$5056.15 mo. with longevity steps to \$5444.92 mo.

Benefits include City-paid PERS contribution 2%@55, health, dental, and vision coverage; life and disability insurance, Wellness reimbursement, vacation & sick leave, 457 Plan. The City operates on a 4/10 work schedule with City Hall closed on Fridays.

THE POSITION:

Under general supervision, the Plans Examiner performs experienced journey-level work involving the review and examination of building construction and improvement plans and specifications for compliance with applicable building and energy codes and regulations; and provides information and assistance to architects, engineers, contractors, homeowners and the general public. Major duties include:

- Reviews and evaluates plans, structural engineering calculations, soil analysis reports and other documents for residential, commercial and industrial building construction and alterations; ensures that plans, calculations and specifications comply with building, energy conservation, disabled access and related codes and regulations.
- Prepares plan check reports indicating deficiencies in plans, calculations and other applicable documentation; suggests correction of errors or inadequacies found and ensures that required corrections are made.
- Confers with homeowners, builders, engineers and architects to give and obtain information and interpret building codes and regulations; prepares correspondence relating to the correction of plans and engineering details.
- Advises and makes technical recommendations to building inspectors on structural and other design, construction or installation problems; may assist in making field inspections as required.
- Investigates new and alternate materials and methods of building design and construction; recommends adoption of appropriate amendments in building codes; monitors new and changed legislation pertaining to assigned work.
- Answers questions and advises the public by phone and at the public counter; provides information regarding the permit process, building codes, plan check reports, etc.

QUALIFICATIONS:

The qualified candidate possesses a combination of training and experience equivalent to:

- High school diploma supplemented by specialized college-level courses in architecture, engineering, construction technology or a related field;
- Two years of journey-level building construction experience and a minimum of one year of government plans examination experience relating to structural engineering, mechanical, electrical and plumbing systems; and
- Possession of a valid California driver's license and acceptable driving record.
- Possession of or equivalent to an I.C.B.O./ICC Plans Examiner certification is required within one year of appointment.

OTHER QUALIFICATIONS

The successful candidate will demonstrate experience and expertise in:

- Applying engineering and architectural principles and techniques to the solution of complex residential, commercial and industrial construction problems and objectives, and reaching sound conclusions.
- Organizing work, setting priorities and exercising sound, independent judgment.
- Establishing and maintaining effective working relationships with City staff, the public, other agencies, homeowners, builders, engineers, architects, contractors, developers, manufacturers and others.
- Preparing clear, concise and accurate reports, correspondence and other written materials.

APPLICATION AND SELECTION PROCEDURE:

You must file an official City application and up-to-date resume. All application materials must be received in the Human Resources Department. A limited number of candidates whose qualifications are best suited to the position will be invited to participate in a selection process that may consist of an oral examination and/or interview.

FINAL FILING DATE: CONTINUOUS

You may request an application by visiting our web page at <http://www.cathedralcity.gov>, by calling our job hotline at (760) 770-0365, or in person at City Hall, 1st Floor Reception, Cathedral City located at 68-700 Avenida Lalo Guerrero in Cathedral City between 7:00 a.m. and 5:30 p.m., Monday through Thursday.